



Position: Part-time Project Coordinator

Duration: 12-month contract | 20 hours/week

Salary: 18\$–22\$/hour, based on experience

Anticipated Start Date: mid-to-end May, 2024

About Y4Y Québec:

Y4Y Québec is a provincial non-profit committed to addressing the issues facing English-speaking youth (ages 16–30). All Y4Y projects and initiatives prioritise the for-youth, by-youth approach to community development and cultural vitality. Y4Y is a strong, diverse, and inclusive network that works in partnership with the larger community ecosystem in Québec.

Job Description:

Y4Y Québec is in search of a Project Coordinator for an upcoming French second language (FSL) learning program called "The Cafés-rencontres Project".

This government-funded project aims to give English-speaking youth across 3 regions of Québec (Montréal, Capitale Nationale and Eastern Townships) opportunities to practise their French while socialising and engaging with their fellow students, both on and off campus. Y4Y's partners will include Concordia University, CÉGEP Champlain St-Lawrence and Bishop's University; the Project Coordinator will have the responsibility of sustaining these partnerships over time. Each school will have the opportunity of hosting a "Café-rencontre" where students will engage in conversations, games and debates all while speaking French, as well as a one-day "Sortie culturelle" for students who wish to join the group on a special outing.

Reporting to the Executive Director, the Project Coordinator will act as the point person for this project, by ensuring its proper execution from start to finish. They will be responsible for organising and planning the "Café-rencontres" (3 events in total, between October and December 2024) and the "Sorties culturelles" (3 events, between January and March 2025) with the help of the Student Ambassadors at each school. As Project Coordinator, your work will require mentorship capabilities and management skills as you will be overseeing and supporting the work of 3 Student Ambassadors during the school year. It will also require the use of multiple communication outlets, so flexibility and a desire to learn are necessary. Lastly, excellent

communication skills – both written and spoken, are a must. Proficiency in English is required, and French is an asset. If you're looking to work in a dynamic environment with a passionate team, please send your application our way!

Responsibilities:

- Promote the Student Ambassador position description;
- Help with the hiring process of the Student Ambassadors;
- Engage 3 educational institutions and on-board them with the project;
- Plan and organise the "Café-rencontres" and the "Sorties Culturelles" with assistance from the Student Ambassadors between September 2024 and March 2025;
- Travel at least once to Bishop's University, and at least once to Champlain St-Lawrence CEGEP to meet and work with the Student Ambassadors there; be available to work with the Student Ambassador from Concordia University;
- Create and promote a participant survey for all students participating in the project;
- Create an evaluation tool for the project;
- Collect and store data concerning the project;
- Fill in and create a final report of the project following recommended guidelines.

Preferred Qualifications:

- 1 - 2 years prior experience working/volunteering in a school or non-profit environment
- Good organisational skills and ability to meet deadlines; a desire to learn about project management
- Comfortable working in a hybrid format, within a collaborative environment (basic use of Google docs, excel, and Zoom for co-working)
- Superior written and verbal communications skills in English with a strong working knowledge of French
- Positive attitude towards learning french as a second language is a must for this project
- A collaborative attitude, reliability, punctuality, integrity and ambition
- A desire to have fun working in a non-profit community environment

Please submit your CV and a cover letter to isabella.giosi@y4yquebec.org by Thursday, May 16th at 17h00.

Y4Y celebrates both shared and different lived experiences in pursuit of collective action. We are committed to employment equity and diversity and encourage applications from all qualified candidates including women, Indigenous Peoples, visible/racialised peoples, persons with disabilities, people of any sexual orientation or gender identity, etc. Applicants are welcome to self identify in their expression of interest, should they feel comfortable.



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